



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY  
**BOARD OF DIRECTORS MEETING**  
**AGENDA**  
**August 14th 2020 | 10:30 a.m.**

**Zoom Video Conference**

**URL:** <https://us02web.zoom.us/j/89290441071?pwd=MDJYYlgyMlVMcEFRbkcVXkdTWDB5Zz09>

**Meeting ID:** 892 9044 1071

**Password:** 8Ysgu3

**Teleconference Location:** 10590 Hwy 88 Jackson, CA 95642

**1. CALL TO ORDER:**

**2. ROLL CALL:**

ATCAA 2020 Board of Directors					
Lynn Morgan,	A PRI		Board Chairperson		
Walt Kruse,	T LIR		Board Vice-Chair		
Karl Rodefer,	T PUB		Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB		Ryan Campbell	PUB	
Jeff Brown	PUB		Robin Gallegos	HSPC	
Joni Drake	LIR		Dana Reel	LIR	
Mary Pulskamp	LIR		Lloyd Schneider	PRI	
Linda Rianda	PUB		Colette Such	PUB	
Susan Ross	PRI				
Jim Wilmarth	PRI				

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Katelyn Peterson	Secretary to the Board	
Denise Cloward	Housing Director	
Joseph Tobin	Food Bank Director	
Astrid Torres	Energy Director	
Robert White	Prevention Programs Director	
Nancy Miner	Early Childhood Services Director	

Others Present:

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
5. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
  - 5.1. Board Minutes 6/12/2020 PG. 5
  - 5.2. 2020-2021 Admin Budget. PG 12
  - 5.3. Head Start/Early Head Start Grant Application
    - 5.3.1. 2021 Application Cover Sheet Table of Contents. PG. 13
    - 5.3.2. 2020/2021 Program Goals and data. PG. 14
    - 5.3.3. Fiscal Year 2021 Head Start and Early Head Start Proposed Budget. PG. 18
    - 5.3.4. 2020/2021 Program Approach Form. PG. 19
    - 5.3.5. 2020/2021 Eligibility Points Worksheet. PG. 21
    - 5.3.6. 2020/2021 Organization Chart. PG. 22
    - 5.3.7. Strategic Plan. PG. 26
    - 5.3.8. School Readiness Goals. PG. 34
    - 5.3.9. Community Assessment. PG. 44
6. **COMMITTEE REPORTS:**
  - 6.1. Finance Committee: Verbal Report of 8/14 Meeting
    - 6.1.1. Approval of Financial Reports (*Org Std 8.7*)
      1. Administrative Budget to Actual PG. 51
      2. CSBG Budget to Actual PG. 53
      3. ATCAA Balance Sheet PG. 54
      4. ATCAA Revenue and Expenditure Report PG. 55
      5. ATCAA Cash Flow-Overview PG. 56
      6. ATCAA Cash Flow-Housing PG. 57
      7. ATCAA Cash Flow-Food Bank PG. 58
      8. ATCAA Cash Flow-Energy PG. 59
      9. Housing Support Account - Tuolumne Properties and Varley Place PG. 60
      10. Fiscal Officer Narrative- 8/2020 PG. 61
    - 6.1.2. CSBG Cares Act Funding
      1. Breakdown of Proposed Work Plan. PG. 64
  - 6.2. Nominating Committee: Has not met
  - 6.3. Executive Committee: Has not met
  - 6.4. Internal Affairs Committee: Verbal Report of 8/13 meeting.
    - 6.4.1 Personnel Policy Change 3.4.8 Conflict of Interest in Hiring. PG. 65
  - 6.5. Early/Head Start Policy Council: Verbal Report of 8/7 meeting.

**7. NEW BUSINESS:**

7.1. Executive Director Annual Review

7.1.1. Create Ad Hoc Committee to perform Joe Bors' contract and salary review in October.

1. ATCAA Bylaws, Article 6, Section B. PG. 67
2. 2020 Committee Assignments. PG. 67
3. Proposed Timeline of Meetings. PG 68

**8. CSBG REPORT: Verbal Report**

8.1. 2020 Organizational Standards have been submitted and approved by CSBG. PG 69

**9. EXECUTIVE DIRECTOR REPORT:**

9.1. United Way Family First (Amador County)

9.2. Overview of Insurance Premiums

9.2.1. Workers Comp

9.3. Tuolumne County Grand Jury Report

**10. PROGRAM PRESENTATIONS: (*Org Std. 5.9*)**

10.1. Housing, Denise Cloward (Verbal Report) PG. 70

10.2. Food Bank, Joe Tobin (Verbal Report) PG. 72

10.3. Energy, Astrid Torres (Verbal Report) PG. 74

10.4. Prevention Programs/YES Partnership, Bob White (Verbal Report) PG. 76

10.5. Early Childhood Services, Nancy Miner (Verbal Report) PG. 78

10.6. Family Resource Services, Pat Porto (Slide Only) PG. 80

10.7. Lifeline, Tonya Kraft (Slide Only) PG. 82

10.8. Communications, Kristy Moore (Slide Only) PG. 84

10.9. Central Sierra Connect, Patrick Kane (Slide Only) PG. 86

**11. ITEMS FOR FUTURE AGENDAS:**

11.1. Board Self-Assessment and Survey

11.2. Policy for Executive Director Conditional Approval of Agency Healthcare Insurance Options (Internal Affairs Committee Review)

**12. INFORMATIONAL:**

12.1. 2020 ATCAA Board Roster. PG. 87

12.2. 2020 ATCAA Board Roster by Sector. PG. 88

12.3. 2020 ATCAA Board Committee Roster. PG. 89

12.4. ACF-IM-HS-20-04 Head Start Transportation Services and Vehicles During the COVID-19 Pandemic PG. 90

12.5. COVID-19 Management Bulletin Guidance to the Field PG. 94

12.6. Management Bulletin 20-06A: COVID-19 Guidance for Emergency Care for Essential Workers and At-Risk Populations – Amendment – REVISED 6/23/2020 PG. 98

12.7. Management Bulletin 20-12: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year 2020–21 PG. 100

- 12.8. Management Bulletin 20-13: Family Fee Schedule for Fiscal Year (FY) 2020-21 PG. 103
- 12.9. Management Bulletin 20-14: Guidance Regarding the Temporary Extension of Emergency Childcare Services, Transition into Ongoing Childcare Services, and Assessment of Family Fees for Essential Workers and At-risk Populations PG. 108

### **13. ADJOURNMENT:**

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made